



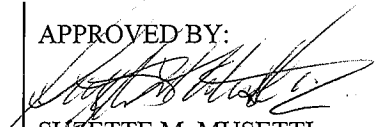
R/W MANUAL CHANGE

RWMC- 179



PROCEDURAL HANDBOOK
(1984 Edition)

RWPH-____-____-____
TRANSMITTAL#____

TITLE: ESTIMATING	APPROVED BY:  SUZETTE M. MUSETTI	DATE ISSUED: JAN 17 2008
SUBJECT AREA: CHAPTER 4 - ESTIMATING	ISSUING UNIT: OFFICE OF APPRAISALS AND LOCAL PROGRAMS	Page 1 of 1
SUMMARY OF CHANGES: Revises Section 4.04.00.00 and updates Table of Contents for sections.		

PURPOSE

This manual change revises the title of Section 4.04.00.00 and adds 4.04.03.00 to this section based on a new Memo from the Division R/W Chief that requires an updated R/W Estimate at time of R/W Certification.

PROCEDURES

4.04.00.00	Changes title from "UPDATING" to "UPDATING THE ESTIMATE."
4.04.01.00	Adds "Project Initiation Documents (PID)."
4.04.03.00	Adds new section titled "Final Right of Way Estimates At Time of R/W Certification."

EFFECTIVE DATE

Immediately.

MANUAL IMPACT

- Remove the superseded pages and insert the attached pages in the Manual.
- Record the action on the Revision Record.

REVISION SUMMARY

<u>Chapter</u>	<u>Remove Old Pages</u>	<u>Insert New/Revised Pages</u>
	Remove the following in its entirety:	Replace with the following in its entirety:
4 - Sections	Table of Contents 4.04.00.00	Table of Contents (REV 1/2008) 4.04.00.00 (REV 1/2008)

CHAPTER 4

ESTIMATING TABLE OF CONTENTS

4.01.00.00	GENERAL
01.00	Introduction
02.00	As Part of Project Development, Programming, and Budgeting
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04.00	R/W Data Sheet Certification
05.00	Log of Estimates
06.00	Estimate File
06.01	Filing System
06.02	File Contents
07.00	Preliminary Estimates
08.00	Project Estimate Mapping
09.00	Training
10.00	Hazardous Waste Site Identification
4.02.00.00	PREPARING THE ESTIMATE
01.00	Theory
02.00	Property Values
03.00	Severance Damages/Construction Contract Work
04.00	Properties With Hazardous Waste or Materials
05.00	Limiting Conditions
06.00	Assumptions
07.00	Documenting Limiting Conditions and Assumptions
08.00	Estimate Content
08.01	R/W Data Sheet
08.02	R/W Estimate Worksheet
08.03	Project Permit Fees
08.04	R/W Data Sheet Transmittal Memorandum
4.03.00.00	ESCALATION RATES
01.00	General
02.00	Factors Affecting Escalation Rates
03.00	Methods of Determining Escalation Rates
04.00	Individual Escalation Rates
05.00	Using Escalation Rates
4.04.00.00	UPDATING THE ESTIMATE
01.00	General
02.00	For Programming Purposes
03.00	Final Right of Way Estimates At Time of R/W Certification

4.04.00.00 - UPDATING THE ESTIMATE

4.04.01.00 General

Estimates are prepared during various stages of the project development process. Preliminary estimates prepared at the beginning of the planning process need not be updated unless other units specifically request an update.

Any written request for a revised data sheet may require a field review, a review of property ownerships, a new utility estimate, and a check with the environmental unit.

Estimates prepared for Project Initiation Documents (PID), such as PSRs, PSSRs, and PRs, must be updated whenever project scope, scheduling, or value changes sufficiently to warrant the update. Updating an estimate may involve little more than substituting an amended page to an otherwise current R/W Data Sheet or could involve preparing a new Data Sheet.

4.04.02.00 For Programming Purposes

Once projects are part of one of the Department's Program Documents (STIP, SHOPP, TSM, etc.), updating of estimates may occur whenever it is determined the estimate is no longer valid.

At a minimum, all projects in the Department's Program Documents will be reviewed and updated at the Project Report stage.

4.04.03.00 Final Right of Way Estimates At Time of R/W Certification

Effective August 8, 2007, per Memo from the Chief, Division of Right of Way and Land Surveys, a Final R/W Estimate (total R/W capital funds committed and planned) shall be prepared and forwarded to the District Project Program Units as an attachment to the R/W Certification for all Program Types.

The Estimate **must** be updated at the time of R/W Certification and prior to California Transportation Commission (CTC) vote for Construction. The CTC State Transportation Improvement Program Guidelines (Sections 53, 54, and 55) refer to Streets and Highways Code Section 188.11 regarding reporting of project development and right of way costs at the time of allocation for construction. The Department is required to report final Project Development and Right of Way expenditures, including amount expended **and** estimated "Expenditures to Complete" the project, at the time of construction allocation. The Funds Request (FR) process required that the District enter these costs from the FR form.

Even though the August 8, 2007 Memo says the Estimating Unit should provide an updated R/W Data Sheet prior to R/W Certification, some Districts/Regions may have a R/W Project Coordinator that would be the best or most accurate source for the information required for the final updated estimate.

Note: The above Memo does not apply to Local Public Agency Projects.

NOTES: